

MINUTES  
WEST VIRGINIA UNIVERSITY AT PARKERSBURG  
BOARD OF GOVERNORS  
June 18, 2014

A regular meeting of the West Virginia University at Parkersburg Board of Governors was held on Wednesday June 18, 2014 in the College theatre at the WVU Parkersburg campus beginning at 5:45 p.m. Board members present were: Joe Campbell, Jamie Six, Cheryl Donohoe, Violet Mosser, Gerard El Chaar, Matthew Santer, Jeff Matheny, Karen Facemyer, and Tyler Ohrn. Others present included Dr. Marie Foster Gnage and Brady Whipkey.

Guests present included administrators, faculty, and staff.

**1. Call to Order**

Mr. El Chaar, Chair of the WVU at Parkersburg Board of Governors, called the meeting to order.

**2. Roll Call**

Roll Call was taken by Brady Whipkey, Executive Assistant to the President, noting that a quorum was present.

**3. Board Chair Report**

Chairman El Chaar discussed the farewell reception held for Dr. Gnage at the Downtown Center and thanked those that helped.

Chairman El Chaar asked Mr. Campbell to present the Slate of Officers as recommended by the Nominating Committee. Mr. Campbell stated the committee had met and recommended the following slate of officers: Gerard El Chaar – Chair, Jeff Matheny – Vice-Chair, Sam Winans – Secretary. Chairman El Chaar asked for a motion to approve slate of officers as presented. Mr. Six made the motion to approve as presented. Ms. Donohoe seconded the motion. Motion passed.

Next Chairman El Chaar thanked Dr. Tracy, Pam Braden and Jeremy Starkey for all of the hard work they did preparing for the HLC accreditation visit.

Chairman El Chaar and Dr. Gnage reported that Cathy Mutz has been awarded Emeriti Status but was unable to attend the Board meeting.

**4. President's Report**

President Gnage reported on the Science Wing Open House, the Hammond Property purchase has been finalized, and the Foundation office is working to complete the donation of the Happy Valley property.

President Gnage discussed the HLC Report stating that the college has two weeks to respond. The response will be sent to the Council and the final report should be in the August to September time frame. The college met all 21 areas, but four of them were met with concern.

Next President Gnage reported that Michele Wilson is the Executive Director of Workforce

and Community Education and Alice Harris was hired as the VP Finance and Administration.

President Gnage thanked members of the Board for her time her. President Gnage discussed the challenges faced and accomplishments made and tried to be a logo for the college with local and regional boards and committees. President Gnage also thanked the Board and Foundation Board for the reception.

## **5. Approval of Minutes**

The minutes of the Regular Board meeting of May 21, 2014, were approved upon a motion by Mr. Campbell, seconded by Ms. Donohoe.

## **6. Committee Reports**

- Executive Committee:  
Chairman El Chaar reported that the Executive Committee met prior to the Board meeting to discuss the presidential transition, hiring of a search firm to assist with the presidential search, upcoming audits, a six month lease for the Hammond Property and an agreement with the National Guard.
- Audit Review Committee:  
There was no meeting held.
- Administrative Services Committee:  
Board members present received reports from the Foundation on fundraisers, grants, events, and donations. They also received reports on renovations being done to facilities and campus. A report was received on the position vacancies, new hires and summer scheduling. A report was received on marketing and communication efforts. An update was also received on system upgrades and maintenance.
- Academic and Student Services Committee:  
Board members present received reports from Academic Affairs, Workforce and Community Education and Student Affairs: an overview of grants, new program planning, open positions and data update; program updates; and applications and enrollment, new scholarship programs and tobacco policy reminder.
- Campus Development and Readiness Center Committee:  
Board members present received report that Mr. Campbell will meet with Adam Krason and the Wood County Commission to provide them with and update. Members also received an overview for the lease that is in the action items.

## **7. Executive Session under the authority of WV Code §6-9A-4-2A**

Chairman El Chaar asked for a motion to move into Executive Session. Ms. Mosser moved to adjourn to Executive Session. Mr. Ohrn seconded the motion. The motion passed and the Board moved into Executive Session at approximately 6:29 p.m. The Board Chair requested that President Gnage join Executive Session. At approximately 6:39 p.m. President Gnage was excused from Executive Session. At approximately 7:38 p.m. Chairman El Chaar announced that the Board would return to the regular meeting. Mr. Six moved to return to regular session. Ms. Donohoe seconded the motion. Motion passed.

## 8. Action Items

- Approval of Search Consultant:

Chairman El Chaar reported that the Executive Committee had met with three consulting firms to discuss providing assistance with the presidential search. The Executive Committee nominated the firm of Hockaday-Hartford to provide these services. After review and discussion, Mr. Six motioned to approve the hiring of the firm. Ms. Mosser seconded the motion. Motion passed.

- Approval of Recognition:

Chairman El Chaar asked for a motion to approve the resolution naming President Gnage with the status of President Emeritus. Mr. Campbell motioned to approve the resolution. Ms. Mosser seconded the motion. Motion passed.

- Approval of Program Fees:

President Gnage provided overview of Program Fees that needed to be added to the request submitted at the prior meeting. After review and discussion Mr. Matheny made the motion to approve the program fees. Mr. Santer seconded the motion. Motion passed.

- Approval of Army National Guard Lease

Mr. Campbell provided an overview of Draft Ground Lease that we received from the ARNG. A copy of the lease was sent to Bruce Walker for review and sent a copy to the Attorney General's office. Mr. Campbell and Mr. Miller have been working with Scott Johnson of the Attorney General's office to discuss recommendations for needed changes. Mr. Campbell provided an overview of those changes and asked the Board for a motion to approve.

Mr. Six, made the motion to give Chairman El Chaar, Mr. Campbell and Mr. Miller the powers to negotiate on behalf of the College in its best interest without bringing it back to the Board for final approval. Ms. Donohoe seconded the motion. Motion passed.

- Approval of Budget 2014-15

Dr. Gnage provided an overview of 2014-2015 Budget as prepared by Jeannine Ratliffe, Interim CFO. After review and discussion Ms. Donohoe made the motion to approve the budget as presented. Mr. Six seconded the motion. Motion passed.

- Approval of Program Review 2013/2014

Dr. Tracy provided an overview of the Program Review for Academic Year 2013-2014. Mr. Campbell made the motion approve the review as presented. Ms. Donohoe seconded the motion. Motion approved.

## 9. Consent Agenda

Ms. Donohoe moved to approve the following Consent Agenda Items:

- Approval of MOU with Wood Co. School District and RESA 5 for Adult Basic Education
- Revision of Policy E-57, Appropriate use of Computer Resources

Ms. Mosser seconded the motion. Motion passed.

## 10. Information Items

- Faculty Promotion Decisions:  
President Gnage provided a report on faculty members that have been promoted. Mr. Campbell requested that a letter be signed by the Board Chair and sent on behalf of the Board to congratulate them.
- MOU with Wood County Public Schools:  
Dr. Tracy provided an overview of the MOU with Wood County Schools for collaboration for a Pre-Kindergarten Program.
- Articulation Agreement for BAT with Pierpont Community and Technical College:  
Dr. Tracy provided an overview of the Articulation Agreement for Bachelor of Applied Technology (BAT) with Pierpont Community and Technical College.
- Agreement with RESA 5 and WVU Parkersburg:  
Dr. Tracy provided an overview of the Articulation Agreement with Regional Education Service Agency (RESA) 5 and WVU Parkersburg to offer academic credit for selected RESA 5 programs.
- Follow up on Salary Increase:  
Scott Poe, Director of Human Resources provided an overview on the FY 2015-15 salary increases as approved by the Board of Governors during the May meeting.

## 11. Board Comments/Announcements

## 12. Next Meeting

## 13. Adjournment

With no further business to be discussed, Mr. Ohrn moved that the meeting be adjourned. Mr. Matheny seconded the motion. Motion passed. The next meeting will be determined at a later date and notification sent to the members.

Respectfully submitted,

Brady Whipkey  
Executive Assistant to the President

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Gerard El Chaar, Chairman

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Cheryl Donohoe, Secretary